

Contract Receipt, Review, and Post Award

ONE BOOK

Chapter 3-2

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DCMC Policy ...

Offices shall establish contract files, regardless of contract part or type, in a manner which provides documentation sufficient to constitute a complete history of transactions for the purpose of providing a complete background as a basis for informed decisions at each step in the contract mgt. process; support actions taken; provide information for reviews and investigations; and furnish essential facts in the event of litigation or congressional inquiries.

FAR 4.802, DFARS 204.802 and DLAI 5015.1

Upon receipt of the contract ...

- Make distribution to the appropriate functional elements
- Perform a thorough review
- The extent of our participation will vary from one contract type to another (refer to contract type link in the One Book chapter)

Upon receipt of the contract ...Continued

- Acknowledgement letter prepared ...
 - * identify assigned personnel
 - * signed by the ACO or other designated official
 - * forwarded to the buying activity
 - * a copy may be forwarded to the contractor

Review for data base integrity

- All contracts, non-procurement instruments and modifications
- If abstract available and no contract the ACO shall request copy from the buying command NLT 10 working days from date of abstract
- If contract received and no abstract ACO shall request DFAS input NLT 10 days of receipt of contract

More Database Integrity

- Verify contract and agreement data in MOCAS
- Provide changes to Trusted Agent *or*
- Document changes on DLA form 1797 to DFAS *or*
- Document on Form 1716 and forward to the PCO

More Database Integrity... Continued

The file shall be documented to show review was accomplished.

- If review completed on-line, remarks section of DLA 1533 shall be annotated to show the review was completed including results.
- If review was completed using a hard copy of the abstract, annotate the abstract and file in the contract.

Analyze and Assess

- **All Part A contracts (or Part A ODO) and BOAs shall be reviewed**
- **Multi-functional review shall be performed and documented in the file**
- **Assess risk to determine the necessity of a PAOC (formal/informal/telephone/letter)**
- **ACO shall complete/document using DLA Form 1533 and incorporate into the file**
- **The CAO will document the decision for not preparing 1533 for ODO contracts**

THE PAOC

- **Consistent with the contract award**
- **ACO shall solicit support from necessary specialists to include DCAA and DFAS**
- **Contract deficiencies documented using DD Form 1716 and reported to ACO/PCO**

PAOC continued

- Meeting minutes documented, signed by the chairman and distributed (DD Form 1484)

Be sure to include:

“ Nothing contained in this report nor discussed during the course of this conference shall be construed as amending the terms and conditions of this contract”

A Few More Points ...

- **Level of Risk = Level of Support**
- **Be certain of DCMC's delegated responsibility (FAR 42.302)**
- **Is a MOA(s) necessary?**
- **Surveillance Planning**

The Key is ...

DOCUMENTATION